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## CITY OF NEWTON, MASSACHUSETTS

### Economic Development Commission

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#### Guidelines for Addressing the Newton Economic Development Commission

June 2011

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Mayor

Candace Havens  
Director  
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You have recently filed for a special permit with the City of Newton, and based on your project's size, location, complexity and/or use, the Newton Economic Development Commission (EDC) invites you to speak with us so that we can better understand your project and make more informed recommendations.

The EDC is an advisory board charged with promoting, assisting, and encouraging the development and expansion of Newton industry, business and commerce. In discussing your project with you, we will provide you with feedback and may forward a recommendation to the Board of Aldermen and the Mayor which could take the form of an official EDC letter, summary in the Planning Department's Project Report, and/or EDC representation at public hearings.

We appreciate your interest in doing business in Newton and working with us to ensure Newton has a vibrant business and commercial sector. For further information, please contact Amanda Stout, Senior Economic Development Planner, at 617-796-1127 or [astout@newtonma.gov](mailto:astout@newtonma.gov).

## ITEMS FOR DISCUSSION

**We ask that you come prepared to discuss the questions and issues enumerated below. By addressing these topics, we will better be able to provide you with meaningful feedback and, as appropriate, make concrete and substantive recommendations.**

**If your project is relatively straight forward, please come prepared to explain:** Why you are proposing the new business or change to your existing business, your business experience, and how the change fits into your business plan; the investment you are making in the property; any job creation benefit to the City; any anticipated new sales, meal or hotel taxes; how the venture supports the goals of the Newton Comprehensive Plan.

**For larger, more complex projects, we ask that you address the following:**

### **PROJECT DESCRIPTION:**

- Please describe the project, including its location, size, nature and intensity of the proposed land uses(s); If there is a residential component, how many units, of what size and type.
- Please bring an area map, a conceptual plan, and any architectural plans and elevations that have been prepared.
- How will the proposed project interact with and incorporate adjoining and nearby properties and uses? Will there be shared open areas, pedestrian or bike access, or other opportunities to positively impact the residential and commercial experience in Newton?
- Are there any conflicts with existing land use patterns and zoning regulations, which you will need to address with other City committees or departments?
- What assumptions did you use when you generated your due diligence with respect to the market for this kind of development?

### **PROJECT TEAM:**

- Describe your team's experience in the delivery of this type of project.

### **PROJECT BENEFITS and COSTS:**

- What is the investment that you are making in the property?
- What do you expect the project to generate in property tax revenue for the City? What do you estimate the property to generate in sales tax revenue?
- How many temporary and long-term jobs will the project generate? What kinds of jobs will these be? Where will the labor force(s) be coming from?
- Will your project provide opportunities for other, existing local businesses (such as suppliers, professional services, restaurants, etc)? Are there any possible conflicts with existing businesses?
- What impacts, if any, do you foresee on school enrollment, water/sewer utilization, traffic patterns, parking demands, and quality and availability of green space?
- Are there any negative economic impacts that you foresee that are specific to the construction period? What mitigation are you proposing to alleviate them?
- Are there other long-term economic impacts that you foresee resulting from the project – positive or negative? What mitigation plans do you propose to address long-term negative impacts?
- Explain how the project supports the goals of the *Newton Comprehensive Plan*, paying particular attention to pages 3-23 to 3-32 and 6-1 to 6-9.